

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY

Position Title: Courtroom Deputy Clerk

Position Type: Full-time Regular, Excepted Service

Announcement #: #12-06

Location: Boston, Massachusetts

Classification Level: CL- 26-27, (Salary Range: \$45,681-\$81,583)*

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. If hired at CL-26, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.

Opens: June 11, 2012

Closes: June 29, 2012 at 5:00 PM

The U.S. District Court Clerk's Office currently is accepting applications for a full-time Courtroom Deputy Clerk to support U.S. District Judge Dennis Saylor. The position is located in the District Court Clerk's Office in Boston, Massachusetts.

Summary

The Courtroom Deputy Clerk's duties involve managing the judge's caseload, scheduling, attending and documenting court proceedings, processing and issuing orders, and representing the judge. This job requires a high level of knowledge regarding court and courtroom operations. Courtroom deputies at the higher classification level perform work requiring a higher level of knowledge and greater complexity regarding case management and statistical reporting.

Representative Duties

- Manage judge's cases, including scheduling, issuing orders, and monitoring deadlines, filing of pertinent documents, and timely responses to judicial orders.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case matters.
- Attend court sessions and conferences. Facilitate the orderly flow of proceedings, including, setting up the courtroom, assuring presence of all necessary participants and managing exhibits. Take notes of proceedings, rulings, and notices. Prepare docket entries electronically.
- Review cases and reports for necessary actions.
- Keep judge and immediate staff informed of case developments.
- Act as a liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed efficiently.

- Schedule court reporters and interpreters.
- Refer defendants to probation office as appropriate.
- Inform jury clerk of upcoming trials and need for jurors. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Maintain contact with counsel during deliberations.
- Draft orders and judgments for the judge's approval, including judgment and commitment orders. Docket orders, pleadings, judgments, as directed by local court policy, utilizing applicable automated systems.
- Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensure that all orders and automated entries are appropriately and accurately docketed, and make timely summary entries on the docket of all filings and proceedings.
- Performs case administration duties and performs other duties as assigned.

Minimum Qualifications

Progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment.

Knowledge of federal and local procedural rules, federal court operations and functions.

Skill in the use of automation systems, including knowledge and proficiency in Microsoft Office software and the court's case management/electronic case files (CM/ECF) system.

Ability to manage multiple tasks within a tight time schedule.

Ability to communicate information accurately and in a timely manner to individuals within and outside the judiciary.

Good oral and written communication skills. Ability to speak to groups.

Commitment to public service.

Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications

Bachelor's Degree.

Experience working in a state or federal court.

FBI Background Investigation

Person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination.

Hours

Clerk's Office hours are 8:30 AM to 5:00 PM. Working hours may vary based on the court calendar and the requirements of the Judge.

Benefits

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave

- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- Transit Subsidy Program (upon successful completion of the initial probationary period).

How To Apply

Submit all of the following documents: (1) a cover letter indicating why you are interested in being considered for this position; (2) a current resume; (3) a list of three professional references; including their current contact information and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) by 5:00 PM on Friday, June 29, 2012 to:

United States District Court
Attn: Robert Silva, Human Resources Assistant
Vacancy #12-06
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

Applications will also be accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code HR Mail appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The application form (AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you will not be considered for this position.

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more positions than described herein.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview. The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful completion of a six-month probationary period is required.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER